

PLANNING BOARD FORM S INSTRUCTIONS

The Topsfield Planning Board under Article V, s. 5.02 paragraph B of the Topsfield Zoning Bylaws has amended the rules relative to the issuance of Special Permits adopted March 6, 1979.

1. Applicant shall submit an application for Special Permit by filing Form S in addition to supplemental material as relevant to the application with the appropriate filing fee with the Topsfield Town Clerk.
2. If the Special Permit application is for the construction and operation of a Wind Energy Conversion System (WECS), the supplemental material submitted with Form S shall conform with all applicable requirements of Article IV, s. 4.22 paragraph 7 and 8.
3. If the Special Permit application is for the development of land located in the Business Park District, the supplemental material submitted with Form S shall contain at a minimum the following prepared by a registered professional engineer and shall bear his seal and signature:
 - a. A description of the intended use.
 - b. A site plan on a scale of one inch equals twenty feet (1" = 20').
 - c. A locus map on a scale of one inch equals six hundred feet (1" = 600').
 - d. A key map on a scale of one inch equals 200 feet (1" = 200') which shows all abutting properties.
4. The supplemental material shall include a list of all abutters with addresses of record inclusive of such across a public way.
5. The supplemental material shall include deeds and/or lease agreements as appropriate.
6. Four copies of plans, maps, and/or engineering drawings as required in paragraphs two or three shall be submitted with Form S.
7. The application shall include a nonrefundable fee of one hundred (\$100.00) dollars plus fifty (\$50.00) dollars per acre or fraction thereof for applications for a Special Permit in the Business Park District.

Motion by Dr. Luther: "Move that the above Rules and Regulations of the Planning Board be adopted."

Seconded by John Higham

Vote: 4 – 0 All members present voting in favor.

Adopted by the Planning Board October 4, 1982.